

Orleans Parish Juvenile Court

Program Coordinator

Job Description:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required.

Duties:

- Supervise and counsel youth consistent with purpose goals and objectives of the program, utilizing positive Coordinatory skills as appropriate for each individual youth in the program.
- Conduct daily attendance and check-in with youth.
- Provide orientation and review program expectations with all new youth.
- Assist youth with homework.
- Provide educational work to all youth without homework.
- Coordinate with schools to ensure youth are assigned homework.
- Provide educational and recreational activities for the participants.
- Facilitate and conduct individual and group counseling and life skills sessions.
- Facilitate positive peer interactions and community service projects.
- Assign tasks to youth.
- Design and coordinate field trips and special events for youth.
- Ensure safety of youth in the program.
- Maintain contact with youth's parent(s)/legal guardian, as required.
- Draft reports and maintain files on all youth.
- Assist with monthly reporting requirements.
- Assist youth with proper use of computers.
- Assist in closing the facility at the end of each evening ensuring security is not compromised.
- Assist in facility maintenance.
- Assist in development, planning and implementation of the goals and objectives of the program.
- Perform other related duties as assigned.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

- Bachelor' s Degree from an accredited college or university.
- Three years experience in counseling.
- Ability to effectively communicate orally and in writing with co-workers, Coordinators and other departments, social service agencies, probation department and the public, including being sensitive to professional ethics, gender, racial and cultural diversities and disabilities.
- Ability to provide public access to or maintain confidentiality of Court information and records according to law.
- Ability to recognize drug and alcohol abuse symptoms.
- Ability to counsel and provide guidance to individuals and respond to situations that are of a sensitive nature.
- Must have a valid driver's license.
- Thorough understanding of the work of the court, including courtroom procedures.
- Knowledge of pertinent federal, state, and local laws, codes and regulations.
- Knowledge of counseling techniques.
- Knowledge of principles of supervision and training.
- Knowledge of local social services, including eligibility criteria and referral process.
- Knowledge of principles and procedures of record keeping, report preparation and records retention.
- Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Knowledge of modern office procedures, methods and computer equipment and strong computer skills.
- Ability to display enthusiastic and encouraging behavior with at risk youth.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Ability to select, supervise and train volunteer staff.

RESPONSIBILITY:

- Incumbent performs duties according to a flexible, customary routine with priorities determined by the Judges, Judicial Administrator, the GROWW Coordinator and service needs of the Court and the public.
- Incumbent is responsible for identifying and securing additional grant funding for the program.

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APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of GROWW Coordinator Counselor for the Orleans Parish Juvenile Court describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all the duties, requirements and responsibilities contained herein and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined? Yes _____ No _____

If yes, please explain: _____

Applicant/Employee signature

Date

Print or Type Name